

## NOTICE OF JOB OPENING

### Office of the State Fire Marshal Fire Prevention Inspector/Enforcement – K0169600

The Office of the State Fire Marshal is advertising for a professional full-time classified Fire Prevention Inspector/Enforcement.

**DUTIES:** This is advanced technical fire prevention work within the Topeka Office. The inspector conducts fire and life safety inspections of facilities under the jurisdiction of the Kansas Fire Prevention Code and Regulation of Centers for Medicare/Medicaid Services. Inspection work is governed by Division Directives which address inspections, inspection protocol, interpretive guidelines, local agency liaison and limits of authority. Special inspections are periodically conducted to support ongoing enforcement activities or investigate complaints. Inspections entail climbing in and out of attics, crawling in small areas, climbing stairs, extensive walking, communicating, independent thinking, using a computer, etc.

**EDUCATION:** High school diploma or equivalent.

**MINIMUM REQUIREMENTS:** Two years experience in performing inspections and obtain Kansas certification as a Fire Inspector I from KU Fire Service Training within twelve months of hire date. College courses in fire science may be substituted for the required experience at the rate of two semester hours for one month of experience.

**In order to substitute Education for experience, a college transcript must be submitted at time of application.**

**PREFERRED SKILLS:** Must have knowledge of the Kansas Fire Prevention Code, the 2000 National Life Safety Code, International Building Code and International Fire Code. Must have exceptional skills in oral and written communication as well as strong computer skills.

**SPECIAL QUALIFICATIONS:** This position requires certification with the Centers for Medicare and Medicaid Services within twelve months of hire date.

**LICENSES & CERTIFICATES:** Must have a valid Kansas driver's license.

**KANSAS TAX CLEARANCE CERTIFICATE:** Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive order 2004-03.

**PAY GRADE:** 26

**BENEFITS:** State of Kansas Plan

Interested applicants **MUST** submit a Cover Letter, State of Kansas Employment Application, Resume, College Transcripts, Kansas Tax Clearance Certificate and Training Certificates to:  
Brenda Schuette, Human Resource Officer, Office of the State Fire Marshal,  
700 SW Jackson, Suite 600, Topeka, KS 66603-3714.

**Only complete application submissions will be considered.**

**Complete Application Packets must be received in our office no later than 4:00 p.m. on Friday, February 17, 2012.**

**THE STATE OF KANSAS IS AN EQUAL OPPORTUNITY EMPLOYER**